

**DUTY STATEMENT**

Class Title <b>Attorney III</b>		Position Number <b>580-140-5795-909</b>
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Unit		
Section <b>CHCQ</b>		
Branch <b>Office of Legal Services</b>		
Division <b>Director's Office</b>		

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. The position requires the incumbent to travel statewide to engage in witness preparation and hearings.

**Job Summary:** The Attorney III is responsible for handling complex and sensitive legal work for the California Department of Public Health (Department), Center for Health Care Quality (CHCQ). The Attorney III is assigned to the Office of Legal Services to provide legal and policy advice on administrative, procedural, and regulatory issues and projects that have a significant impact on public health and health policy, and any political impact on the Department. The Attorney III must have a detailed and sophisticated understanding of the federal and state statutes and regulations pertaining to health facilities and professionals licensed and regulated by CHCQ. The Attorney III must also have knowledge of federal and state laws that may impact CHCQ, such as bankruptcy, receiverships, professional licensure laws and regulations, and the Public Records Act. The Attorney III must have the ability to apply applicable statutes and regulations to policies and procedures of the Department including reviewing those policies and rendering advice on such matters. Coordinating with the Department's Centers, the Directorate, and the Legislative and Governmental Affairs office (LGA), the Attorney III also proposes, develops, drafts/amends, and/or provides technical assistance on legislation and regulations affecting the Department. The Attorney III must be able to perform difficult and complex legal work, draft complex legal opinions, be able to analyze proposed legislation and regulations, negotiate effectively and present legal opinions/recommendations clearly and logically in both verbal and written form. The Attorney III must be capable of functioning reliably and independently, exercise discretion, under great pressure in politically sensitive situations, and be able to complete the work required within strict time requirements, or on an expedited basis, with minimum supervision.

The incumbent may also be called upon to review written materials or provide training for other attorneys on his or her team in the absence of the Assistant Chief Counsel.

**Supervision Received:** General direction of an Assistant Chief Counsel.

**Supervision Exercised:** None

**Description of Duties:** Under the general direction of an Assistant Chief Counsel, performs the following duties:

**Percent of Time      Essential Functions**

- 50% Provides oral and written legal analysis to key decision makers within and outside of the Department, including staff within CHCQ, Chief Counsel, the Director of CDPH, on all legal issues pertaining to CHCQ. Analyze, interpret and apply state and federal laws regarding application, resolution of conflicts, and providing verbal and written advice to the programs within CHCQ on matters of relevance. Conduct legislative analysis. Review contracts, notices, bill analyses, regulations, decision memorandum and other documents of legal consequence. Provides advice directly to the Director, Executive Staff, upper management, and the Health and Human Services Agency as needed and under the direction of the ACC-CHCQ.
- 20% Provide litigation support to the Attorney General's Office in matters pertaining to the Department, which includes, but is not limited to, legal correspondence, negotiation, and developing strategies and tactics in matters of significance to the Department.
- 20% Serves as a key legal advisor to one or more district offices within the Licensing and Certification Program within CHCQ on complex legal issues that arise that are specific to the district such as issues related to the licensure and certification of facilities CHCQ regulates along with assisting in responding to Public Act Requests. Coordinates with other OLS attorneys to ensure consistent legal interpretation, strategy, and advice on such issues.
- 5% Conducts legal research and/or factual investigations with respect to Departmental compliance with one or more specific complex and/or sensitive areas of federal and/or state law.

**Percent of Time      Marginal Function**

- 5% Prepares and conducts training for the Department on his/her area(s) of legal specialization.

Employee's signature

Date

Supervisor's signature

Date